

## **MATRIX GUIDELINES**

### **RULE 1007-2. MAILING - LIST OR MATRIX**

#### **A. Filing Matrix.**

1. Each voluntary petition shall be accompanied by a list of creditors, lessors and interest holders set forth in alphabetical order (the "Matrix"). The Matrix shall include the mailing address and ZIP Code for each creditor and shall be typewritten on a form approved by the Clerk of the Bankruptcy Court.

2. In all Chapter 7, 12 and 13 cases, the Internal Revenue Service shall be listed only if debtor believes a tax is owing. In all Chapter 11 cases, whether or not the Internal Revenue Service is known to be a creditor, the Internal Revenue Service shall be listed on the Matrix at the address shown on the Appendix "B" to these Local Rules.

3. In all cases, the United States Trustee shall be listed on the Matrix.

4. In all cases where the Nebraska Department of Revenue is known to be a creditor and in all Chapter 11 cases, whether or not the Nebraska Department of Revenue is known to be a creditor, the Nebraska Department of Revenue shall be listed on the Matrix at the address shown on the Appendix "B" to these Local Rules.

5. In all cases, the county attorney and county treasurer from the county in which the debtor resides, shall be listed on the Matrix.

### **REVISED FORMAT FOR CREDITOR MATRIX**

(5/97)

In order to ensure that the cases you file can be properly read by the optical character reader (OCR), we ask that you observe the following guidelines. Your cooperation is essential if we are to make any major improvements to our existing system.

1. The creditor list must be typed using the following standard typeface or print style:  
\*Courier 10 pitch
2. Lists should be typed on a single page in a single column rather than in three columns (see the attached example).
3. Lists must be typed so that no letters are closer than 1/2 inch from any edge of the paper.
4. Each creditor address must consist of no more than four total lines of text.
5. Each line must be 40 characters or less in length.
6. The last line of text must be the city, state (2 letter abbreviation) and zip code. If you need to add an attention line, place it on the second line of the address.

7. Each creditor address must be separated by at least **two blank** lines.
8. **DO NOT INCLUDE** the following parties (formerly required on creditor matrices). They will be retrieved automatically by the computer for noticing.

**\*DEBTOR / JOINT DEBTOR**

**\*ATTORNEY FOR THE DEBTOR(S)**

9. **DO INCLUDE** the following parties. See Neb.R.Bankr.P. 1007-2 for specifics.

**\*UNITED STATES TRUSTEE**

**\*COUNTY ATTORNEY**

**\*COUNTY TREASURER**

Also add the following if necessary according to Neb.R.Bankr.P. 1007-2 and 2002-3(B)

**\*INTERNAL REVENUE SERVICE**

**\*NEBRASKA DEPARTMENT OF REVENUE**

**\*UNITED STATES ATTORNEY**

### **THINGS TO AVOID**

Although the Court is using sophisticated equipment and software to ensure accuracy in creditor list reading, certain problems can still occur. By following these guidelines, the Court will avoid delays or additional effort in mailing notices.

The following problems can prevent your lists from being read by the OCR requiring you to resubmit your creditor list in an acceptable form.

1. Extra marks on the list - such as letterhead, dates, debtor name, amount of debt, coffee stains or handwritten marks.
2. Non-standard paper such as onion skin, half-sized paper or colored paper.

### **ERRORS TO AVOID IN PREPARING CREDITORS LISTS**

All Upper Case	Use upper & lower case facetypes and small letters as if you were typing a letter.
Attention Line	If you must type an attention line, put it on the second line of the address NOT at the end
Bold Type	Do not use a boldface setting on your typewriter or word processor.
Fabric Ribbon	Use an office-quality type ribbon to insure proper scanning.
Handwriting	Handwriting is not scannable and will interfere with the reading of the rest of the list.
Page Number	Do not number pages or type anything but creditors on list.

Page Titles	If you want to type titles or other identification on lists, type it on the back of list. Never on the front.
Stray Marks	No lines, symbols, letterhead or other non-address data should appear on creditor list.
Too Close to Edge	You must keep all typing at least    inch from any edge: top, bottom or side.
Too Long	An address block must be four lines or less and no more than 40 characters per line.
Wrong Font	You may use Courier 10, Prestige Elite, Letter Gothic. No other font is acceptable.
9-Digit Zip Code	Separate the two groups of digies with a dash, not a space

### **SAMPLE MATRIX**

Rentrak  
PO Box 18888  
Portland, OR 97218

Yellow Pages  
PO Box 2557  
McAllen, TX 78502

Software Solutions  
751 North Lincoln  
Fremont, NE 68025

Sight & Sound  
2055 Walton Road  
St. Louis, MO 63114